

# **8<sup>th</sup> Grade Careers/Employability Skills**

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## **Course Description**

Preparing students to enter high school with basic skills that will allow them to immediately contribute to the learning environment. Students will work on developing skills including time management, communication, organizational strategies, and collaboration.

## **Course Objectives**

Students will learn organization and functionality skills using Gmail/Google Apps.

Students will apply the skills of verbal communication, teamwork, problem solving, and critical thinking in different learning environments.

Students will complete their knowledge and plan of action in preparing for their transition into High School

Students will explore careers and identify the requirements that are expected of them to obtain the career.

Students will be introduced to the Business Environment in preparing them for their future endeavors.

## **Course Policies/Expectations**

Students are expected to behave and conduct themselves in a manner consistent with the expectations in the Woodward-Granger Middle & High School Student/Parent Handbook. Specific classroom rules for Introduction to Business include:

- Treat others as you want to be treated.
- Students are expected to treat their classmates, teachers, and guests with RESPECT.
- Students must be prepared for the daily activities by being on time, bring proper materials, completed work, and a willingness to learn.
- Students must follow the school's Electronic Device policy. Cell Phones are **NOT** permitted at anytime during the period. During designated times and only by my discretion, I **WILL** allow the use of MP3 players/iPods. If the use of these devices becomes inappropriate, the opportunity to use these devices will be taken away.
- Students are expected to be active participants in the learning experience and work with their peers and teachers to achieve the course objectives that will prepare them for the 21<sup>st</sup> century

## **Tardy Policy**

The school handbook allows for 5 tardies before a Saturday School is given. In my classroom the policy is as follows for the initial tardies.

1st Tardy - Verbal Warning

2nd - 4th - 25 Minutes with teacher (Bring work or be put to work)

## **Grading Policies**

Students in 8th Grade Skills/Careers will be participating in a non-traditional classroom experience where activities and the learning process will be based on their participation in a variety of experiences and their reflections on what they learned and discovered in themselves during the experience. Each experience will be based on the rubric listed below.

0	1	2	3	4
Did not participate in the learning experience nor did they complete the required reflection identifying what was learned and the impact it will have on them.	Minimal participation in the learning experience, didn't follow the instructions, reflection does not show what they learned and took from the experience.	Participated but was consistently reminded to engage. Reflection showed attempts to thoroughly answer the questions posed to them but still lacked in communicating what was learned.	Fully engaged in the learning experience. Reflection shows that they recognize what they took from the experience but do not show understanding of the topic.	Fully engaged in the learning experience. Reflection shows that they recognize what they took from the experience and they show understanding of what was to be learned.

**Makeup Work** - If the student is absent, excused or unexcused, they are responsible for any work or activities that they missed. Notes, makeup work and other materials, will be posted on my Wikispaces Website. It is the student's responsibility to complete makeup work on time in accordance with the Handbook guidelines. Makeup work is all assigned work/reflections. The student should always check with me if they are going to be gone.

If the student is aware of an upcoming **planned absence**, (extra-curricular activities, vacation, doctor appointment, dentist, etc..) they must see me to determine the work that will be missed and the expected turn in date based on the absence.

**\*Unexcused or un-communicated absences**, the work is counted late and will follow the Late Work and Turn in Policy listed below.

**(Ex. On the due date, the student has a doctors appointment and misses the class but is at school for the rest of the day and does not submit the work.)**

**Late Work Policy** – Students need to complete all assignments on time and practice due diligence in completing the work properly and meeting all expectations. The late work policy is as follows:

- Completed before the end of the Quarter – 100% of points possible
- Not Completed by the end of the Quarter – 0% on the assignment

**Preparedness Policy** - Each assignment is expected to be turned in on time. If the work is turned in on time, the student will receive full credit (**1 point**) for the turn in policy. If the assignment is turned in past the due date, they can still receive full credit for the assignment but will receive zero credit (**0 points**) for the assignment being turned in. This will account for **10%** of the student's grade at the end of each quarter.

1 Point – On Time  
0 Points – Late

## **Weights for Grading**

Daily Work – 90%  
Turn In/Late Policy – 10%